



UNEMPLOYMENT INSURANCE APPEALS BOARD CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	UNEMPLOYMENT INSURANCE APPEALS BOARD	RELEASE DATE:	Wednesday, January 20, 2010
POSITION TITLE:	Deputy Director, Administrative Services	FINAL FILING DATE:	Wednesday, February 3, 2010
CEA LEVEL:	CEA 2	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 7,815.00 - \$ 8,616.00 / Month	BULLETIN ID:	01202010_8

POSITION DESCRIPTION

Under the direction of the California Unemployment Insurance Appeals Board (CUIAB), reporting to the Executive Director, the Deputy Director, Administrative Services performs a major role in the formulation, development, and implementation of Board policy and Administrative policies and also manages the functions of the Administrative Services Branch. Provide direction for all financial and administrative operations, including Facilities Management, Procurement, Labor Relations, Return to Work, Equal Employment Opportunity, Health & Safety, Budgets, Strategic Plan, Upward Mobility, and Training and Programs support. The Deputy Director has responsibility for the Administrative Services' Branch budget of \$3.4 million and oversees the Fiscal/Budget Operations which has responsibility to effectively and efficiently manage and administer the CUIAB's budget of \$80 million. The Deputy Director oversees a total staff of 48, of which, 37 are Professional Level. Serves as a key member of the Executive Management Team and plays a critical role in the development and implementation of Appeals Board Policy. This position is one of the most critical positions in the department, and has continuous, direct interface with the Executive Director and is an integral part of the Director's top management team. Serves as the principal policymaker on Personnel matters; however, the incumbent will be responsive to the Executive Director and the Appeals Board members regarding these issues and will report any significant action to be taken, which requires direct and constant interface with the Executive Director.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program

policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

Ability to effectively supervise and manage the work of staff within the Administration Division to ensure that consistent policy interpretation and guidance are provided to programs and that work deadlines are being met.

Ability to advise executive management on a wide range of administrative issues, and effectively recommend and implements major policies and decisions for effective and efficient department operation. Formulate and execute effective strategies to solve challenges.

Comprehensive knowledge of budgets and finance.

Maintain a fair and impartial attitude without bias or prejudice. Communicate effectively.

Establish and maintain cooperative relations with those contacted in the course of work. Demonstrate sound communication and negotiation skills; encourage open communication across all levels of the organization.

Knowledge of the principles and practices of organizational and administrative functions, fiscal and human resource management, and the Equal Employment Opportunity Program.

Knowledge of the Department's mission, organization, goals, functions, and policies as well as its contractual relationships with other state, federal, and local entities.

Ability to establish and maintain cooperative, effective working relationships with representatives from all levels of government, the public, Legislature, and Executive Branch.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Deputy Director, Administrative Services**, with the **UNEMPLOYMENT INSURANCE APPEALS BOARD**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

The examination will consist of an evaluation of competitor's State Application, and Statement of Qualifications, weighted 100%. Interviews may be conducted as part of the examination process with only the most qualified candidates if it is determined necessary in order to make a selection. The results of this examination will be used to fill the Deputy Director, Administrative Services position. Each candidate will be ranked competitively and will receive written notification of their

examination results. A minimum rating of 70% must be attained to obtain list eligibility. The result of this examination will be used only to fill the position of Deputy Director, Administrative Services with the CALIFORNIA UNEMPLOYMENT INSURANCE APPEALS BOARD. All applicants will be notified of the results. Applications will be retained for 12 months.

FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and up to one page in length.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

UNEMPLOYMENT INSURANCE APPEALS BOARD, HUMAN RESOURCES SERVICES
DIVISION

2400 VENTURE OAKS WAY, SUITE 400, Sacramento, CA 95833

GAIL JOHNSON | (916) 263-3449 | Gailj@cuiab.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The UNEMPLOYMENT INSURANCE APPEALS BOARD reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>